

NEW MEXICO STATE UNIVERSITY

DEPARTMENT OF  
ATHLETICS COMPLIANCE  
AND ELIGIBILITY

# COMPLIANCE MANUAL

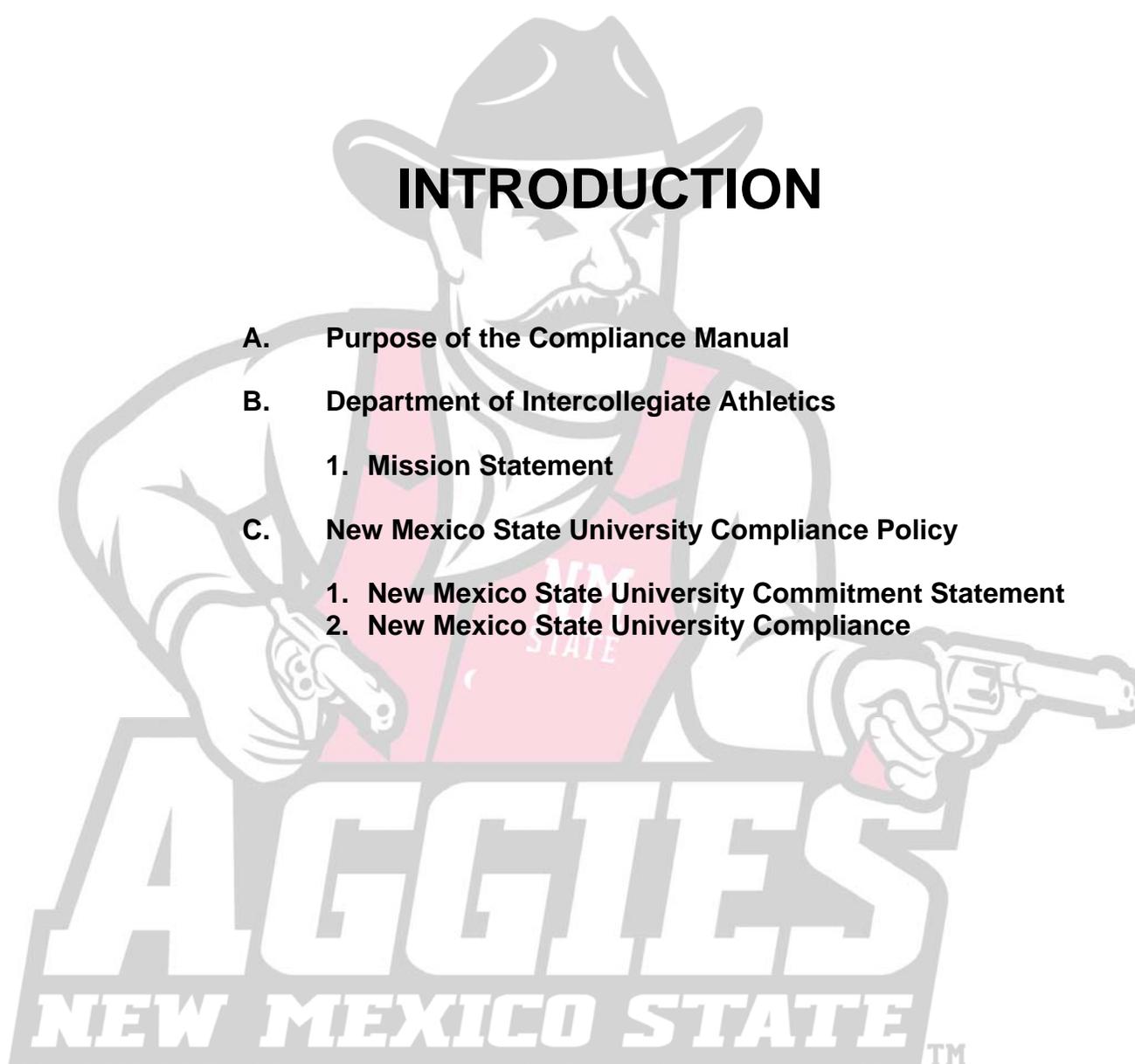


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# **INTRODUCTION**

- A. Purpose of the Compliance Manual**
- B. Department of Intercollegiate Athletics**
  - 1. Mission Statement**
- C. New Mexico State University Compliance Policy**
  - 1. New Mexico State University Commitment Statement**
  - 2. New Mexico State University Compliance**

## **PURPOSE OF THE COMPLIANCE MANUAL**

The NMSU Compliance Manual has been prepared to assist all Department of Athletics personnel with the National Collegiate Athletic Association (NCAA) rules and regulations and New Mexico State University (NMSU) procedures regarding the following categories: recruiting, eligibility, financial aid, play and practice seasons, competition, camps and clinics, personnel, complimentary admissions, and representatives of athletics interests. The Compliance Manual is not intended to replace the NCAA Manual or the Western Athletic Conference (WAC) Handbook. Instead, the Manual will supplement and clarify NCAA and WAC rules. All Department personnel are expected to follow NCAA Compliance procedures as they are explained in the following pages.

 Copies of all forms that are used for the above categories by the NMSU Department of Athletics can be located online or a copy can be found in the Compliance Office.

If you have any questions, please contact the NMSU Compliance Office at the following address:

New Mexico State University  
Department of Athletics Compliance and Eligibility  
MSC 3145  
Box 30001  
Las Cruces, NM 88003  
Phone: 505/646-1028  
Fax: 505/646-2497  
E-mail: [ace@nmsu.edu](mailto:ace@nmsu.edu)  
Website: [www.nmstatesports.com](http://www.nmstatesports.com)

## **DEPARTMENT OF INTERCOLLEGIATE ATHLETICS MISSION STATEMENT**

### **Mission Statement**

The Mission of the New Mexico State University's Athletic Department is to support the vision of New Mexico State University by providing an athletic program of local and national acclaim in the equitable, diverse environment that supports student athlete excellence in academics and athletics, and that engages the University community and stakeholders in achieving and celebrating Aggies' success.

# **NEW MEXICO STATE UNIVERSITY COMPLIANCE POLICY**

## **New Mexico State University Commitment Statement**

The membership of the NCAA has adopted rules and regulations that govern participation in NCAA intercollegiate athletics. The NCAA members are obligated to apply and enforce the legislation set forth by the Association.

NMSU accepts its responsibility for the conduct of its program, includes responsibility for the actions of its staff members and for the actions of any other individual or organization engaged in activities promoting the athletic interests of the institution. The University is committed to meeting the spirit, as well as the mandates, of these requirements of membership.

## **New Mexico State University Compliance**

NMSU is committed to compliance with NCAA rules and regulations, to institutional control for the conduct of its athletics programs, and to monitor and guide all individuals and organizations that promote the athletics interests of the University. Compliance with governing legislation is the responsibility of the entire Department of Athletics.

The Associate Athletics Director for Compliance and Eligibility coordinates the administration of all NCAA, WAC, and NMSU rules and regulations. The Compliance Office, along with the University President, the Director of Athletics, the Faculty Athletics Representative, and the Senior Woman Administrator are the only individuals authorized to make telephone calls to the NCAA and the WAC for interpretation or clarification of these rules. Coaches or other administrators who support the compliance activities should refer compliance questions and concerns to the Compliance Office.

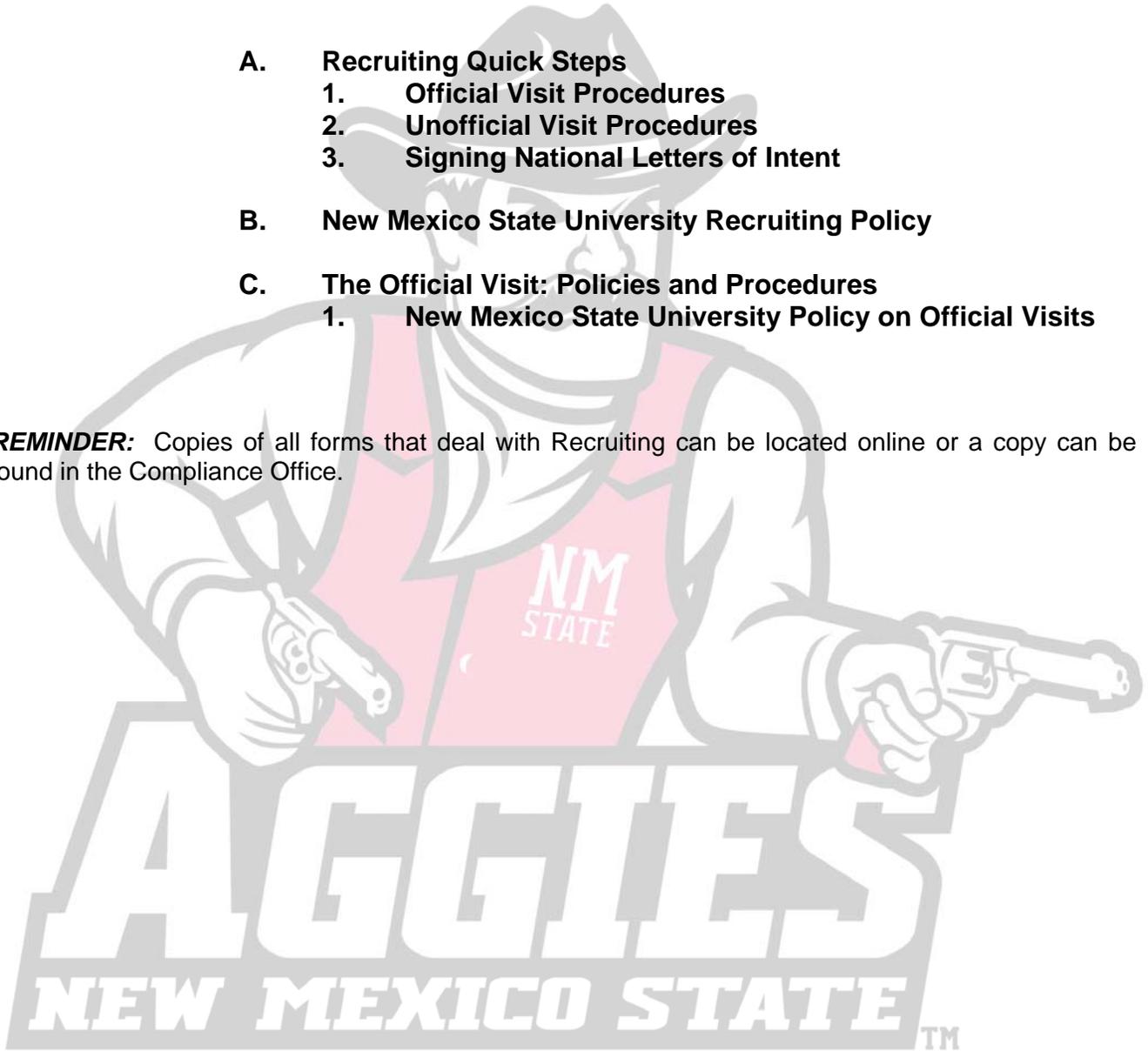
The University is required to monitor its athletics program to assure compliance. It is obligated to identify and report to the NCAA instances in which compliance has not been achieved. An institution found to have violated NCAA rules is subject to disciplinary and corrective actions as determined by the Association.

Any individual engaging in conduct that is determined to be a violation of NCAA legislation can lose the benefits and privileges they receive from their association with NMSU. A Department of Athletics employee found in deliberate or serious violation of the NCAA or Conference rules and regulations may be suspended without pay or may be terminated.

# RECRUITING

- A. Recruiting Quick Steps
  - 1. Official Visit Procedures
  - 2. Unofficial Visit Procedures
  - 3. Signing National Letters of Intent
- B. New Mexico State University Recruiting Policy
- C. The Official Visit: Policies and Procedures
  - 1. New Mexico State University Policy on Official Visits

**REMINDER:** Copies of all forms that deal with Recruiting can be located online or a copy can be found in the Compliance Office.



## RECRUITING QUICK STEPS:

### Official Visit Procedures

See “Official Visits” in the Recruiting Chapter for a complete description

**Coaches** must obtain an acceptable copy of an official transcript from **Prospective Student-Athlete’s** current educational institution and a copy of ACT/SAT scores, and submit the copies to the **Academic Office**

**Coach** submits visit’s Pre-Approval packet to **Compliance Office** through JumpForward

**Compliance Office** reviews pre approval packet and approves visit. **Compliance Office** will notify the **Coach** and the **Sport Administrator** by e-mail the visit has been approved

Following the visit, **Coach** must submit post-visit paperwork to **Compliance Office**

Post-visit paperwork and receipts are reviewed by the **Compliance Office**; receipts are forwarded to **Business Office** for reimbursement

**Packet consists of:**

1. Reimbursement form
2. Prospect Visit Record form or Visit Itinerary
3. Affirmation of Prospective Student-Athlete form
4. Receipts from visit
5. Signed Student Host form
6. Confirmation of Student Host Money form
7. Host Receipts

**Forms include:**

1. Pre-Approval form
2. Ticket request form

No travel may be initiated by Prospective Student-Athlete prior to this point

## RECRUITING QUICK STEPS:

### Unofficial Visit Procedures

See “Unofficial Visits” in the Recruiting Chapter for a complete description

**Coach** must submit the Unofficial Ticket Request form to the **Compliance Office** if complimentary admissions are needed

**Coach** may provide transportation during the visit only to view campus facilities. Meals, lodging, entertainment, and other transportation may not be provided

**Coach** must submit the Unofficial Visit Record for each **Prospective Student-Athlete** on an unofficial visit

## RECRUITING QUICK STEPS:

### Signing National Letters Of Intent

See “National Letter of intent” in the Recruiting Chapter for a complete description

**Coach** submits **Prospect’s** transcripts and test scores to the **Academic Office**, if they are not already on file. **Compliance Office** will not approve an NLI until receives approval from academics.

**Coach** completes the “Request for Initial Financial Aid Agreement and National Letter” form and submits it to the **Compliance Office**

**Compliance Office** completes official National Letter of Intent (NLI) and provides two copies of NLI and Financial Aid Agreement to the **Coach**. **Coach** sends two copies to the **Prospective Student-Athlete**. Coach may also e-mail a scanned copy of the NLI paperwork to the prospect.

**Prospective Student-Athlete** must return NLI and Financial Aid agreement within 7 days to the **Compliance Office**

Once the NLI and Financial Aid Agreement are received, the **Compliance Office** notifies the **Head Coach**, the **Sport Administrator** and the **Media Relations Office** for press release purposes

**Compliance Office** sends a copy of the NLI to the **Conference Office**. The letter must be sent to the **Conference Office** within 14 days of the date of signing

# NEW MEXICO STATE UNIVERSITY RECRUITING POLICY

The Department of Intercollegiate Athletics and its coaches make every effort to comply with NCAA, WAC, and University rules in its endeavor to recruit quality student-athletes for this institution. Educating the student-athlete is our primary goal. All recruiting is coordinated through the Office of the Athletics Compliance and Eligibility. During the recruitment of any prospective student-athlete, the following policies must be observed:

1. A coach shall observe and promote the regulations of the NCAA and WAC in order to provide a fair and equitable opportunity for each prospective student-athlete to make an honest commitment to the university of his or her choice.
2. A coach shall avoid attempts to attract student-athletes by using false or misleading information, or by offering inducements that are in violation of the regulations of the institution, the WAC, or the NCAA, such as offering multiple years of athletics aid.
3. A coach shall advocate the positive advantages and attributes of this university and its intercollegiate athletics program.
4. University personnel shall avoid any derogatory statements concerning another member institution's athletics program, facilities, or educational opportunities.
5. A coach shall strictly adhere to all applicable rules related to the involvement of alumni and boosters in recruiting of student-athletes.
6. Prior to contact with any potential student-athlete, each coach involved in recruiting off-campus must pass the NCAA Coaches Certification Test. It is imperative that the coach or staff member involved in recruiting have a working knowledge of the University, WAC, and NCAA applicable regulations. When a question arises, immediately contact the Office of Athletics Compliance and Eligibility for an interpretation.
7. It will be the responsibility of each coach to maintain detailed recruiting documentation and submit weekly to the Athletics Compliance and Eligibility Office for periodic verification. The Athletics Compliance and Eligibility Office will regularly conduct unannounced audits of recruiting periods, including telephone, evaluation and contact logs of prospective student-athletes.

# **THE OFFICIAL VISIT: POLICIES AND PROCEDURES**

## **New Mexico State University Policy on Official Visits**

Required transcripts and test scores must be in the Athletic Academic Support Programs & Services Center no later than 1 week prior to the official visit.

The NMSU Official Visit Pre-Approval form must be in the Compliance Office no later than 2 working days prior to the date of the visit. If all required paperwork is not available 2 working days prior to the visit, the visit must be rescheduled.

## **ATHLETIC DEPARTMENT POLICY FOR OFFICIAL CAMPUS VISITS**

Date: 11/23/2004

Revision: Original Version 1.0

### 1.0 Purpose

This policy establishes guidelines by which official campus visits shall be conducted.

### 2.0 Revision History

11/23/2004 Version 1.0 - New Document

### 3.0 Persons Affected

This policy covers all athletic department employees, students-athletes, prospective student-athletes and prospective student-athlete family members.

### 4.0 Philosophy

The philosophy of official campus visits of this institution is to:

- 4.1 Pursue the highest quality official visit experience available for the prospective student-athletes while maintaining a commitment of operation within guidelines established by the institution, the Western Athletic Conference and the NCAA.
- 4.2 Pursue an official visit experience that allows the prospective student-athletes to evaluate the entire campus environment to find the best academic and athletic program for them.
- 4.3 Continuously improve on the prospective student-athlete official visit to provide a meaningful framework in order for the prospective student-athlete and New Mexico State University to make an informed decision about attendance at the institution and participation in the athletics program.

## 5.0 Educational Component of Official Visit

- 5.1 Each prospective student-athlete is required to meet with an athletic academic supervisor and/or an advisor or member of the faculty from the college/department in which they are interested. The purpose of this meeting will be to:
- (a) Acquaint prospective student-athletes with degree plans and academic options in area of interests;
  - (b) Introduce prospective student-athletes to the Academic Support Programs & Services Centers and standards of the university, and
  - (c) Provide the prospective student-athlete with a contact within his or her academic field of interest and/or in the Athletics Department

## 6.0 Entertainment during Official Visit

- 6.1 The same restrictions apply to prospects on an unofficial visit to campus where NCAA rules permit entertainment and/or transportation of the prospective student-athlete.
- 6.2 All recruiting visit activities must be in compliance with NCAA, Western Athletic Conference and institutional regulations and with all laws and ordinances of the Las Cruces area. Additionally, all staff members and student-athletes involved in the entertainment of prospective student-athletes during a campus visit must adhere to the following guidelines.

**Meals:** Prospects (or prospect's parents, legal guardian or spouse) dining off-campus must be limited to one entrée per meal while dining on an official visit at the expense of the Athletic Department. Furthermore, a reasonable snack (e.g., pizza, hamburger) may be provided in addition to the three permissible meals.

Prospects dining on-campus may be provided meals comparable to those provided to student-athletes dining on-campus and are not specifically limited to a single entrée per meal as with off-campus dining.

**Lodging:** Any hotel in Las Cruces area may be utilized. However, the rooms must be the standard rooms containing no special accessories (e.g., jacuzzis, suites) and no special decorations (i.e., banners, streamers) that are not available generally and provided by the hotel to all guests residing at the establishment.

Prospects may be housed in on-campus lodging or off-campus dorms or apartments utilized by the normal student body provided they contain no special accessories and no special decorations for recruiting purposes.

**Transportation:** Transportation must be provided by institutional staff members or student hosts and may utilize only personal vehicles to transport a prospect (and those accompanying the prospect) around campus during an official visit. The university provided vehicle normally used by the staff member or a standard rental vehicle with no special amenities may be utilized in lieu of a coach's personal vehicle.

Additionally, it is permissible to use institutional vehicles normally used to transport prospective students while visiting the campus (e.g., visitor center bus tour).

Curfew: The institution has not instituted a curfew.

Entertainment: Alcohol: Staff members and student-athletes may not consume alcoholic beverages while entertaining a prospective student-athlete.

Prospective student-athletes may not be provided with any alcoholic beverages during their campus visit.

Dance Clubs and Bars: It is permissible for prospective student-athletes to be entertained at local establishments where alcoholic beverages are served provided the prospect and student-athlete are of age to enter the establishment.

Adult Entertainment: Staff members, student-athletes and prospective student-athletes may not visit any gentleman/adult entertainment establishments utilizing exotic dancers. Additionally, staff members, student-athletes and prospective student-athletes shall immediately leave any establishment or private premises in which there is reasonable belief/knowledge that sexual acts are taking place or exotic dancers are performing. Staff members and student-athletes may not utilize sex or sexual entertainment as a recruiting device at any time.

Drugs: Staff members, student-athletes and prospective student-athletes shall not use any illegal drugs and such drugs shall not be used as a recruiting device. Additionally, staff members, student-athletes and prospective student-athletes shall immediately leave any establishment or private premises in which there is reasonable belief/knowledge of illegal drugs being used by others in attendance.

Illegal Activities: Staff members, student-athletes and prospective student-athletes may not participate in illegal gambling activities or any other activity that violates criminal law.

Student Groups: Student support group may not be assigned any hosting functions (e.g., entertaining, visiting, escorting, guiding, joint seating) with a prospective student-athlete or a prospective student-athlete's friends or family members who are on an official or unofficial visit. Therefore, members of any student support groups will be limited to providing administrative assistance related to recruiting activities (e.g., operation of pass-list, handling payments for meals, serving food, daily office assistance). Staff members and student-athletes shall not organize any on or off campus activities between a prospective student-athlete and a member of any athletic department student support group.

## 7.0 Responsibilities

- 7.1 The chief executive officer shall review and approve these policies prior to December 1, 2004 and upon any revision to the document.
- 7.2 The Athletic Director shall initially provide a copy of the final policies to all athletic department staff members and shall annually provide a copy of the official visit policy to all coaching staff and sport specific administrators.
- 7.3 All staff members and student-athlete hosts shall provide an atmosphere of commitment to institutional, Western Athletic Conference and NCAA policies surrounding official visits.
- 7.4 The head coach or designated staff member shall review these guidelines with all members of the team and provide (orally or in writing) the basic guidelines to each prospective student-athlete prior to or during the official visit.

## 8.0 Procedures

### 8.1 Prior to official visits

- 8.1.1 Academic Approval: The prospect's eligibility for an official visit must be approved by the Athletic Academic Support Programs & Services Center.

The sponsoring coach must submit a completed Official Visit Pre-Approval Packet to the Athletics Compliance & Eligibility office at least two (2) business days prior to the scheduled visit

The Athletics Compliance & Eligibility Office will verify that the NCAA academic requirements for an official visit are on file by signing the NMSU Official Visit Pre-Approval Packet.

Required academic documents which must be on file at NMSU (except as noted in 1-c below) and reviewed for approval of an official visit by the prospect:

1. Prospects directly from high school or secondary/preparatory school:
  - (a) A transcript from each high school attended, and
  - (b) Scores from a PLAN, PSAT, ACT or SAT,
  - (c) OR, submission of complete information to the NCAA Initial Eligibility Clearinghouse that allows institutional staff members to review the information required above via the web status report.
2. Prospects who are transferring from a junior (two-year) college or senior (4-year) college or university:
  - (a) College transfer prospects who have attended at least one term must provide a transcript of their academic records from any college or university attended.

Once the prospect's official visit is approved, the coach will be notified.

8.1.2 Student Host Form: The student-host form is initiated by a representative of the sport who indicates the host's name, the prospect's name and the date of the official visit. The staff member is responsible for reviewing the form and the institutional policy with the student host and signing where required. The student host must sign the form where indicated prior to the receipt of his/her entertainment money by the designated staff member's office for the student-athlete's sport. The staff member responsible for disbursing the entertainment money is responsible for signing for the disbursement and giving a copy of the form to the student host.

## 8.2 During official visits

8.2.1 Mileage reimbursements must be picked up in the Athletic Business Office by the individual (other than a prospect's coach/instructor) who incurs the automobile expenses (i.e., the person whose car was used). If the individual is not on campus during business hours, a NMSU coach or staff member may pick up the money in advance.

If a prospect uses two different modes of transportation, this must be indicated on the Official Visit Record form and appropriate adjustments made to the mileage reimbursement.

8.2.2 Receipts: In order to receive reimbursement, all receipts and paperwork must be returned to the Athletics Compliance & Eligibility office. The Athletics Compliance & Eligibility office will then hand the receipts over to the Athletic Business Office. In the recruitment of student-athletes, staff members may not expend personal funds for which they do not seek reimbursement.

For all meals, the members of the party who are receiving complimentary meals, the method of payment and information on who paid must be listed on the receipt or the summary form.

## 8.3 Following Official Visits

8.3.1 The Official Visit Packet must be completed and filed in the Athletic Compliance Office along with all receipts associated with the official visit.

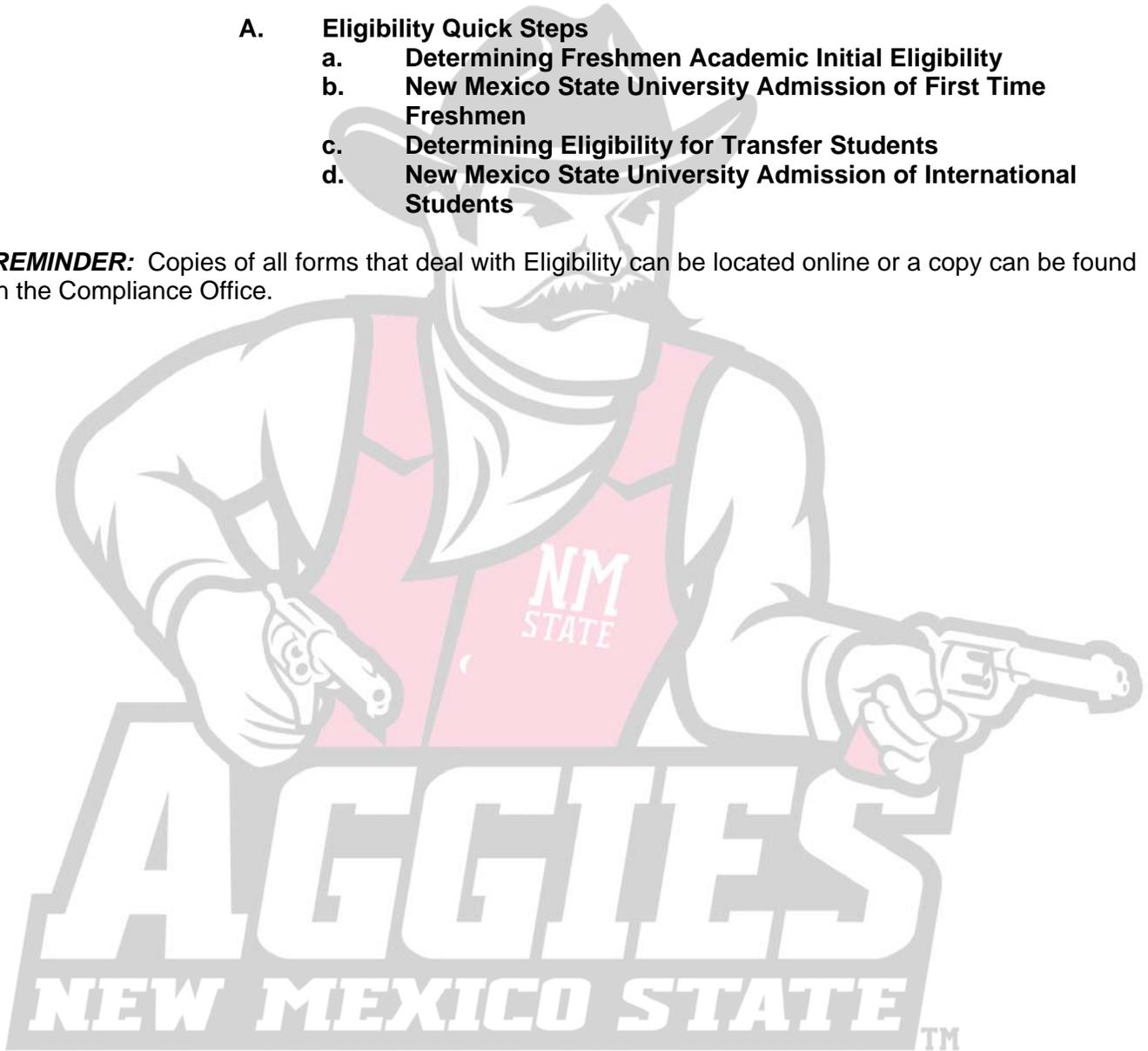
8.3.2 Reimbursements will be prepared by the Athletic Business Office based on the information submitted.

NMSU requires complete and accurate documentation on each official and unofficial visit in every sport.

# ELIGIBILITY

- A. **Eligibility Quick Steps**
  - a. **Determining Freshmen Academic Initial Eligibility**
  - b. **New Mexico State University Admission of First Time Freshmen**
  - c. **Determining Eligibility for Transfer Students**
  - d. **New Mexico State University Admission of International Students**

**REMINDER:** Copies of all forms that deal with Eligibility can be located online or a copy can be found in the Compliance Office.



## ELIGIBILITY QUICK STEPS:

### Determining Freshmen Academic Initial Eligibility

**Prospective Student-Athlete** completes the **NCAA Eligibility Center** registration through the **NCAA Eligibility Center** website and submits transcripts, and test scores to the **NCAA Eligibility Center**. Prospective student-athletes must also complete the amateurism questionnaire with the Eligibility Center.

**Coach** submits names of **Prospects** to the **Academic Office** for **NCAA Eligibility Center** verification

**Academic Office** submits names of **Prospects** through the **NCAA Eligibility Center Website**

**NCAA Eligibility Center** determines the status of the **Prospective Student-Athlete** and informs the **Academic Office**, who informs the **Head Coach** through status reports

**Compliance Office** copies final certification files, and attaches to historical for review by the **Faculty Athletic Representative**

## ELIGIBILITY QUICK STEPS:

### New Mexico State University Admission of First Time Freshmen

**Prospective Student-Athlete** completes online admission application, submits official copies of high school transcript ACT/SAT scores, and admission fee to the **NMSU Admissions Office**

Athletics is not permitted to pay the admissions fee

If information is missing, the coach is responsible for informing the Prospective Student-Athlete

**NMSU Admissions Office** reviews the information and informs the **Academic Office** of missing documents and admission status

**Academic Office** informs **Head Coaches** of the admission status and missing documents (if necessary)

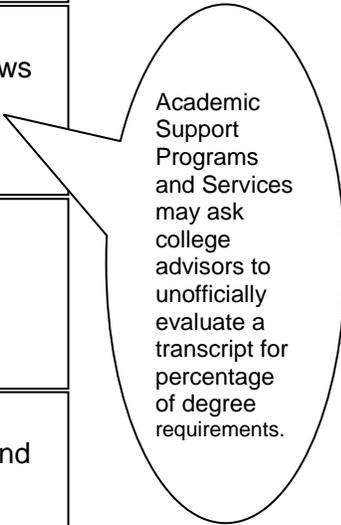
Once information is complete, the **NMSU Admissions Office** determines whether the **Prospective Student-Athlete** is granted regular, tentative, provisional admission, or is not accepted

**Director of Admissions** notifies the **Prospective Student-Athlete** of the decision in writing

# ELIGIBILITY QUICK STEPS:

## Determining Eligibility of Transfer Student-Athletes

<p><b>Prospective Student-Athlete</b> sends transcripts to the <b>Coaching Staff</b>, who in turn gives the transcript to the <b>Athletic Academic Support Programs &amp; Services Center</b> for evaluation</p>
<p><b>Academic Support Programs and Services</b> unofficially reviews transcripts for NCAA transfer requirements</p>
<p><b>Prospective Student-Athlete</b> sends official transcripts to the <b>NMSU Admissions Office</b>, completes online application for admission and application fee</p>
<p><b>NMSU Registrar's Office</b> officially evaluates transfer credits and transfer GPA</p>
<p><b>College Advisors</b> and <b>Registrar's Office</b> formally evaluate the transfer paperwork for credit hours that will count toward percent of degree requirements, and full-time enrollment</p>
<p><b>Registrar's Office</b> documents eligibility information on the Historical form</p>
<p><b>Certification Committee</b> reviews the Historical form, degree requirements check, transfer release form, and advising documents to determine eligibility</p>



Academic Support Programs and Services may ask college advisors to unofficially evaluate a transcript for percentage of degree requirements.

## ELIGIBILITY QUICK STEPS:

### New Mexico State University Admission of Transfer Students

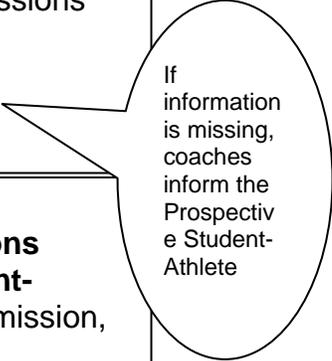
**Prospective Student-Athlete** completes online admission application and submits official copies of transcript from all colleges and universities attended, and admission fee to the **NMSU Admission Office**. A high school transcript and ACT/SAT scores are also required if less than the required hours of college work have been completed

**NMSU Admissions Office** reviews the information and informs the **Academic Office** of the admissions status, and if there are any missing documents

**Academic Office** informs **Head Coach** of the admissions status, and missing documents (if necessary)

Once information is complete, the **NMSU Admissions Office** determines whether the **Prospective Student-Athlete** is granted regular, tentative, provisional admission, or is not accepted

**Director of Admissions** notifies the **Prospective Student-Athlete** of the decision in writing



If information is missing, coaches inform the Prospective Student-Athlete

## ELIGIBILITY QUICK STEPS:

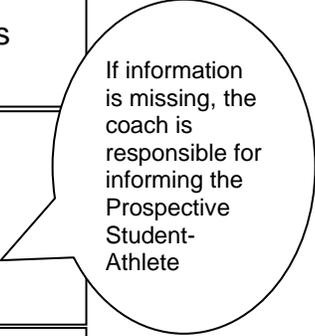
### New Mexico State University Admission of International Student-Athletes

**Prospective Student-Athlete** completes admission packet, submits official copies of high school transcript, Toefl score, I-20 form, ACT/SAT scores (if necessary), and admission fee to the **NMSU Center for International Programs Office**

**NMSU Center for International Programs Office** reviews the information and informs the **Academic Office** of the admission status and if there are any missing documents

Once information is complete, the **NMSU Center for International Programs Office** determines whether the **Prospective Student-Athlete** is accepted or not

**Director of the Center for International Programs** notifies the **Prospective Student-Athlete** of the decision in writing



If information is missing, the coach is responsible for informing the Prospective Student-Athlete

# FINANCIAL AID

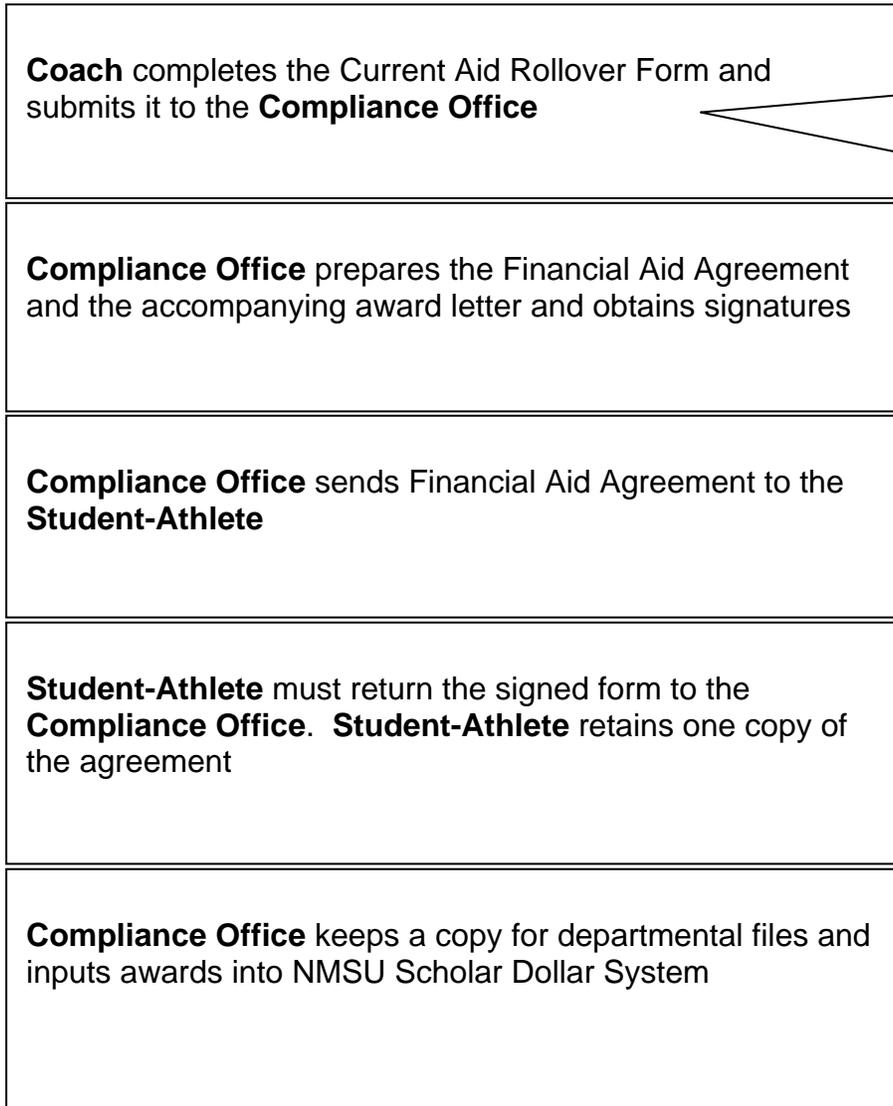
- A. **Financial Aid Quicksteps**
  - 1. **Financial Aid Agreements for Continuing Student-Athletes**
  
- B. **Procedures to Request Athletics Aid and to Change Aid**
  - 1. **Request for Initial Aid**
  - 2. **Request for Renewal, Increase, Decrease, or Non-Renewal of Aid**
  - 3. **Request to Reduce or Cancel Aid during Period of Award**
  
- C. **Summer School Financial Aid**
  
- D. **Fifth Year Aid**
  
- E. **Grant-In-Aid Payment Policy**
  
- F. **New Mexico State University Textbook Policy**
  - 1. **Policy**
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- G. **Student-Athlete Employment**
  - 1. **Restrictions on Academic Year for Employment**
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- H. **NCAA Special Assistance Fund**
  - 1. **Who's Eligible for the NCAA Special Assistance Fund**
  - 2. **New Mexico State University Policy for the NCAA Special Assistance Fund**
  - 3. **Procedures for the NCAA Special Assistance Fund**
  - 4. **Permissible Uses of the Fund**
  - 5. **Nonpermissible uses of the Fund**

**REMINDER:** Copies of all forms that deal with Financial Aid can be located online or a copy can be found in the Compliance Office.

**NEW MEXICO STATE**™

## FINANCIAL AID QUICK STEPS:

### Financial Aid Agreements for Continuing Student-Athletes



All those with eligibility remaining must be renewed or non-renewed prior to July 1

# PROCEDURES TO REQUEST ATHLETICS AID AND TO CHANGE AID

## Request for Initial Aid

NCAA regulations mandate that athletics aid may only be awarded for a maximum of one year. There is no automatic renewal. During the recruiting process, a coach may not promise automatic renewal or automatic qualification for fifth-year aid. All requests for aid and change of aid must have prior administrative approval.

To offer initial aid, the following steps must be followed:

1. Coach submits all transcripts and tests scores to Athletics Academic Support Programs & Service Center one week prior to requested date.
2. Coach completes the "Request for Initial Financial Aid Agreement and National Letter" form.
3. Coach submits form to the Office of Compliance at least two working days prior to the requested date.
4. The Compliance Office will determine if the individual is eligible to receive aid.
5. The Compliance Office will then prepare the Financial Aid Agreement and, if requested, the National Letter of Intent.
6. The coach will determine the method of delivery. However, a National Letter may not be hand carried to a prospect.



A copy of the Request for Initial Financial Aid Agreement and National Letter can be located online or a copy can be found in the Compliance Office.

## Request for Renewal, Increase, Decrease, or Non-renewal of Aid

1. The coach will submit the "Continuing Financial Aid Spreadsheet" for each individual that was on aid the previous year.
2. The form should be submitted as soon as possible during the spring semester, but in every case for student-athletes who have eligibility remaining, aid must be renewed or nonrenewed no later than July 1. *Therefore, the coach must submit requests no later than the second week of June.*
3. The requests will be processed in the same manner as requests for initial aid.

## Tips for Renewal of Aid

1. You must give a student-athlete the same amount of scholarship each semester
2. You are not allowed to give a student-athlete a scholarship for either the Fall or Spring term, you must give them a scholarship for the entire year.

Exception: A student-athlete that has never received a scholarship from NMSU may receive a scholarship for the Spring term only.

## **Request to Reduce or Cancel Aid during Period of Award**

Financial aid may only be reduced or cancelled during the period of an award under the four specific circumstances listed below. These circumstances are described in detail in the NCAA Manual and on the back of the NMSU Financial Aid Agreement.

- Student-athlete renders himself/herself ineligible.
- Student-athlete fraudulently misrepresents any information on an NMSU Admissions application, National Letter of Intent, or financial aid agreement.
- Student-athlete engages in serious misconduct.
- Student-athlete voluntarily withdraws from a sport.

An athletics award may not be reduced/cancelled during the period of award because of the following reasons:

- Athletics ability or performance
- Injury
- Satisfying or failing to satisfy athletically-related conditions
- For any other athletics reason

If a coach decides to reduce or cancel aid during the period of award they must submit a written request for action to the Office of Compliance. Written documentation must be provided to demonstrate one of the allowable reasons for reduction or cancellation has occurred. The request and supporting documentation will then be forwarded to the Director of Financial Aid.

As with the case of nonrenewals, notification of cancellations and reductions must come from the Director of Financial Aid and not the Department of Athletics.

## **Policy**

The Office of Financial Aid and Scholarship Services at New Mexico State University (NMSU) shall notify a student athlete in writing of the opportunity for a hearing when institutional financial aid based in any degree on athletics is to be reduced or canceled during the period of the award, or is reduced or not renewed for the following academic year. The notice of reduction/cancellation or non-renewal of financial aid will include information about the opportunity to appeal. If a student athlete decides to appeal this change, the student must reply in writing within ten business days to the Director of Financial Aid at NMSU. The expiration of this ten business day period will conclude the student's right to appeal. The student's written request for a hearing must be delivered to the Director of Financial Aid located in the Office of Financial Aid and Scholarship Services in the Educational Services building. Upon receipt of the appeal letter, the Director of Financial Aid must convene the Athletic Scholarship Appeals Committee to hear a student's appeal within 15 business days. Once the committee has heard the appeal they must notify the student of their decision.

## Procedures

Within ten business days of receiving the letter of appeal, the Director of Financial Aid must inform the appealing student of the location and time of the hearing. The student may either appear in person at the hearing, by teleconference or provide a written statement. The student-athlete and coach/representative will each be given an opportunity to speak to the committee. During each of their presentations the other party will not be allowed in the room. The student may have his/her parents or legal guardians present whom also have the opportunity to speak while the appealing student presents their position. If the student chooses to have a lawyer present, the student must notify the Director of Financial Aid prior to the hearing so the NMSU General Counsel can also be present.

The Athletic Scholarship Appeals Committee shall consist of the following standing members (a minimum of 5 members will attend each hearing):

- Director of Financial Aid or designee (chair)
- Representative from the University Registrar's Office
- Faculty Athletic Representative
- Representative from Office of Admissions
- Representative from Office of Financial Aid
- Representative from the Dean of Students Office
- Additional Faculty members

The hearing shall be conducted in the following sequence:

- Information Provided to Committee
- Committee Introductions to Student
- Student Presentation of Position – Maximum of 20 minutes
- Questions from Committee for Student
- Committee Introductions to Sport Coach/Athletic Department Representative
- Sport Coach/Athletic Department Representative Presentation of Position – Maximum of 20 minutes
- Questions from Committee for Sport Coach/Athletic Department Representative
- Committee Discussion

Upon completion of hearing the chair of the committee shall notify, in writing, the appealing student of their decision. The decision of the Athletic Scholarship Appeals Committee is final.

## SUMMER SCHOOL FINANCIAL AID

Summer school aid may only be awarded to those who have been in attendance at least one term during the regular academic year. The student-athlete must have received athletic financial aid the previous academic year and summer aid may only be proportional to the amount of aid received during the academic year.

**NOTE:** Student-athletes are expected to maintain satisfactory progress during the academic year. Summer school is not to be used to complete deficiencies due to the student's lack of effort.

Nonqualifiers may receive aid during the summer if they have completed all residency requirements during the previous academic year and if they are on contract to receive athletics aid during the upcoming academic year.

Prospective student-athletes may receive aid during the summer prior to initial enrollment.

### Request for Summer School Aid

To request summer school aid, a student-athlete must submit a "Request for Financial Aid Agreement/Summer School" form to the Academic Office by May 1. The request will be reviewed by the summer school committee.

## FIFTH YEAR AID

The Department of Intercollegiate Athletics is committed to helping every student-athlete graduate in a timely manner. In order to financially assist student-athletes to complete their degrees after the exhaustion of eligibility, the Department has established a special fund to defray tuition and fee costs. NMSU will require fifth-year student-athletes to earn athletic aid by working for the Department of Intercollegiate Athletics in some capacity. The nature of that work will be agreed upon by the student and the Department prior to the semester for which the aid would be granted. When possible, the assignment will be made with consideration to the student's academic major and/or areas of interest.

The coach is responsible for being sure that seniors exhausting eligibility complete the fifth-year request form by the established deadline April 15. Finally, the coach will be sure that each student understands the work phase of the program.

## **GRANTS-IN-AID PAYMENT POLICY**

The coach is responsible for submitting accurate and complete grant-in-aid requests to the Compliance Office by the deadline established

Tuition and fee payments, as well as on/off campus room and meal scholarships, are paid directly to the University by the Department.

Off-campus payments are made three times a semester. The first check is available on the first day of class and covers the first two months. The next two payments are made on the first working day of the next two months.

The Head Coach is responsible for making sure the student-athletes understand how grant-in-aid payments are made.

## **NEW MEXICO STATE UNIVERSITY TEXTBOOK POLICY**

### **Policy**

The issuing of books to student-athletes who receive books as part of their athletic financial aid agreement will be done in compliance with NCAA regulations regarding books. Purchases charged to the Athletics Department will include only textbooks required for the courses in which the student-athlete is enrolled.

### **Procedures**

- The Academic Support Programs & Services Center will be responsible for determining the allowable course related books for the student-athletes receiving books.
- The student-athlete must pick-up his/her books at the bookstore during the posted times.
- Only required textbooks may be purchased prior to the first class meeting. Supplemental required texts and supplies may be purchased after the student-athlete has attended class and received a copy of the course syllabus. The student-athlete will be required to purchase these items and should bring a copy of the syllabus and the receipt to the Academic Office for reimbursement.
- At the end of a term books will need to be returned to the bookstore during the posted hours.

# STUDENT-ATHLETE EMPLOYMENT

## Procedures for Student-Athlete Employment

1. Student-athlete (scholarship and nonscholarship) reports to the Compliance Office that he/she is seeking employment during the academic year.
2. Student-athlete completes the “NMSU Student-Athlete Employment Written Statement” form.
3. The student-athlete has the future employer complete the required form.
4. The Compliance Office reviews the form.



A copy of the above form can be located online or a copy can be found in the Compliance Office.

## NCAA STUDENT ASSISTANCE FUND

The NCAA has set up a Student Assistance Fund to help student-athletes with special financial needs. The responsibility for administration of the fund has been given to each athletic conference. The guiding principles of the fund are to meet the student-athlete's needs of an emergency or essential nature for which financial assistance otherwise is not available.

### Who's Eligible for the NCAA Student Assistance Fund

1. Pell-eligible student-athletes (except nonqualifiers in their initial year)
2. Student-athletes who are receiving countable athletically related financial aid who have demonstrated financial need as determined by an analysis conducted consistent with federal methodology or the methodology used for all students at NMSU.
3. For an international student-athlete, an official international student advisory entity of NMSU outside the Department of Athletics must certify in writing that the student-athlete has unmet financial need.

### New Mexico State University Policy for the NCAA Student Assistance Fund

1. Clothing and Essential Expense Award Policy

The request for use of the clothing and essential expenses category is limited to a maximum of \$500 per academic year.

### Procedures for the NCAA Student Assistance Fund

1. The student-athlete (except for international student-athletes) must apply for financial aid by completing the Free Application for Federal Student Aid packet, which is available at the NMSU Financial Aid Office.

2. NMSU Financial Aid Office determines the financial status and unmet need for the student-athlete.
3. The student-athlete obtains a Student Assistance Fund application from the Compliance Office. He/she completes the application. The completed application is submitted to the Compliance Office.
4. The application is given to the Financial Aid Office to verify an unmet need for the student-athlete. The applications are also approved by the Senior Woman Administrator.
  - For international student-athletes, the application is submitted to the Center for International Programs, who determines whether there is a financial need for the student.
5. Each student-athlete must submit receipts for the requested amount to the Compliance Office prior to receiving his/her check. If a student-athlete does not have receipts they will be allowed to receive the check and return the receipts by the following Monday.



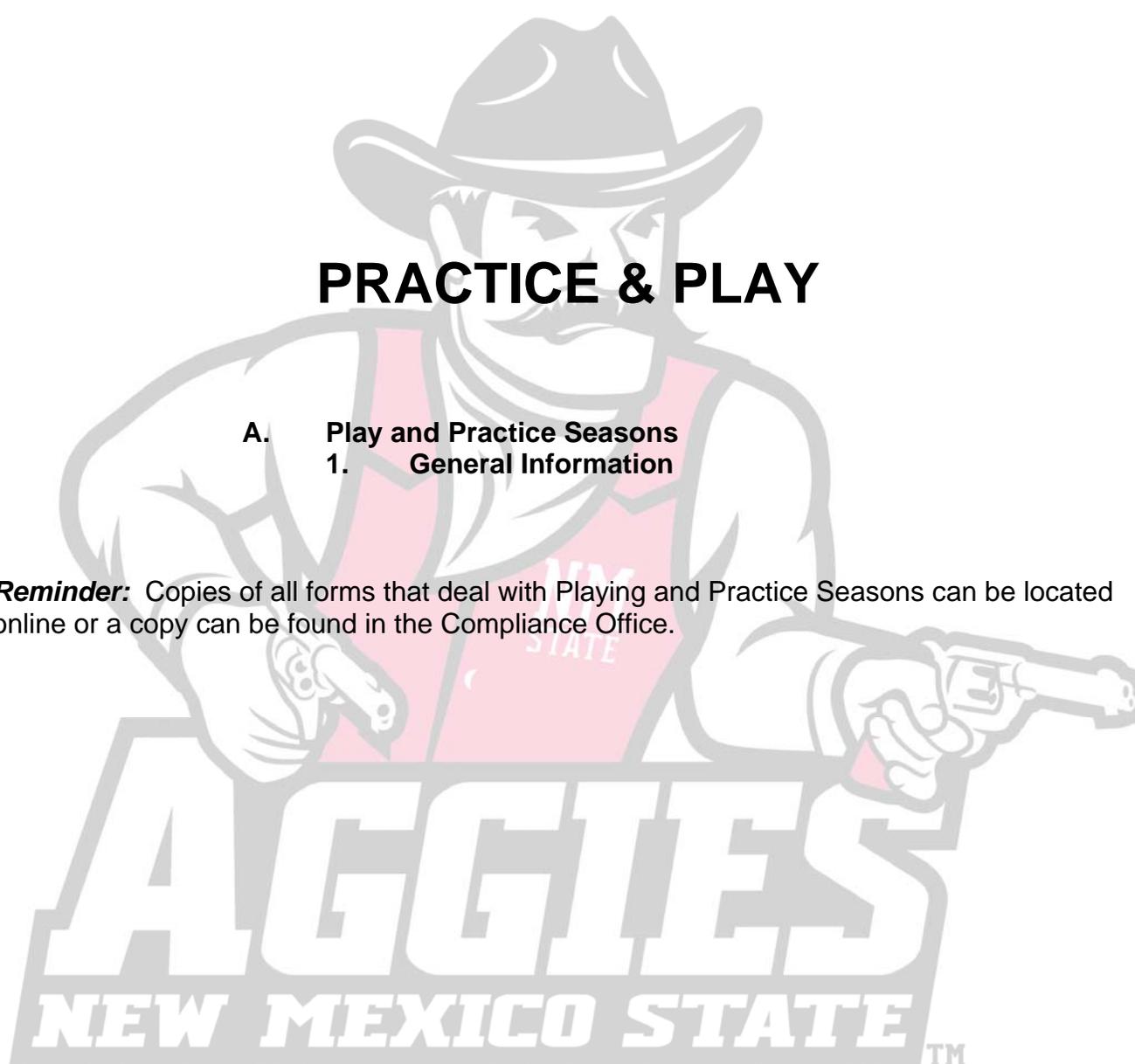
A copy of the Student Assistant Fund application can be located online or a copy can be found in the Compliance Office.

## **Permissible Uses of the Fund**

- Cost of clothing (not entertainment) up to \$500 for Pell-eligible student-athletes and full/partial grant-in-aid student-athletes who demonstrate financial need.
- Cost of expendable academic course supplies and rental of nonexpendable supplies that are required for all students enrolled in the course.
- Medical and dental costs not covered by another insurance program.
- Costs associated with student-athlete or family emergencies.

## **Nonpermissible Uses of the Fund**

- Financing any portion of an institutional grant-in-aid.
- Nonqualifiers may not receive Student assistance funds during their first academic year at NMSU.
- Entertainment expenses for student-athletes.
- Purchase of disability, illness, or injury insurance to protect against the loss of potential future professional sports earnings.

A large, semi-transparent watermark of the Aggie mascot is centered on the page. The mascot is a muscular man with a mustache, wearing a cowboy hat and a red tank top with "NEW MEXICO STATE" printed on it. He is holding a revolver in each hand, pointing them outwards. Below the mascot is the word "AGGIES" in a large, bold, stylized font, and below that is "NEW MEXICO STATE" in a smaller, bold font with a trademark symbol.

## PRACTICE & PLAY

### A. Play and Practice Seasons

#### 1. General Information

**Reminder:** Copies of all forms that deal with Playing and Practice Seasons can be located online or a copy can be found in the Compliance Office.

# PLAY AND PRACTICE SEASONS

## General Information

The playing season for a particular sport is the period of time between the date of an institution's first officially recognized practice session and the date of the institution's last practice session or date of competition, whichever occurs later.

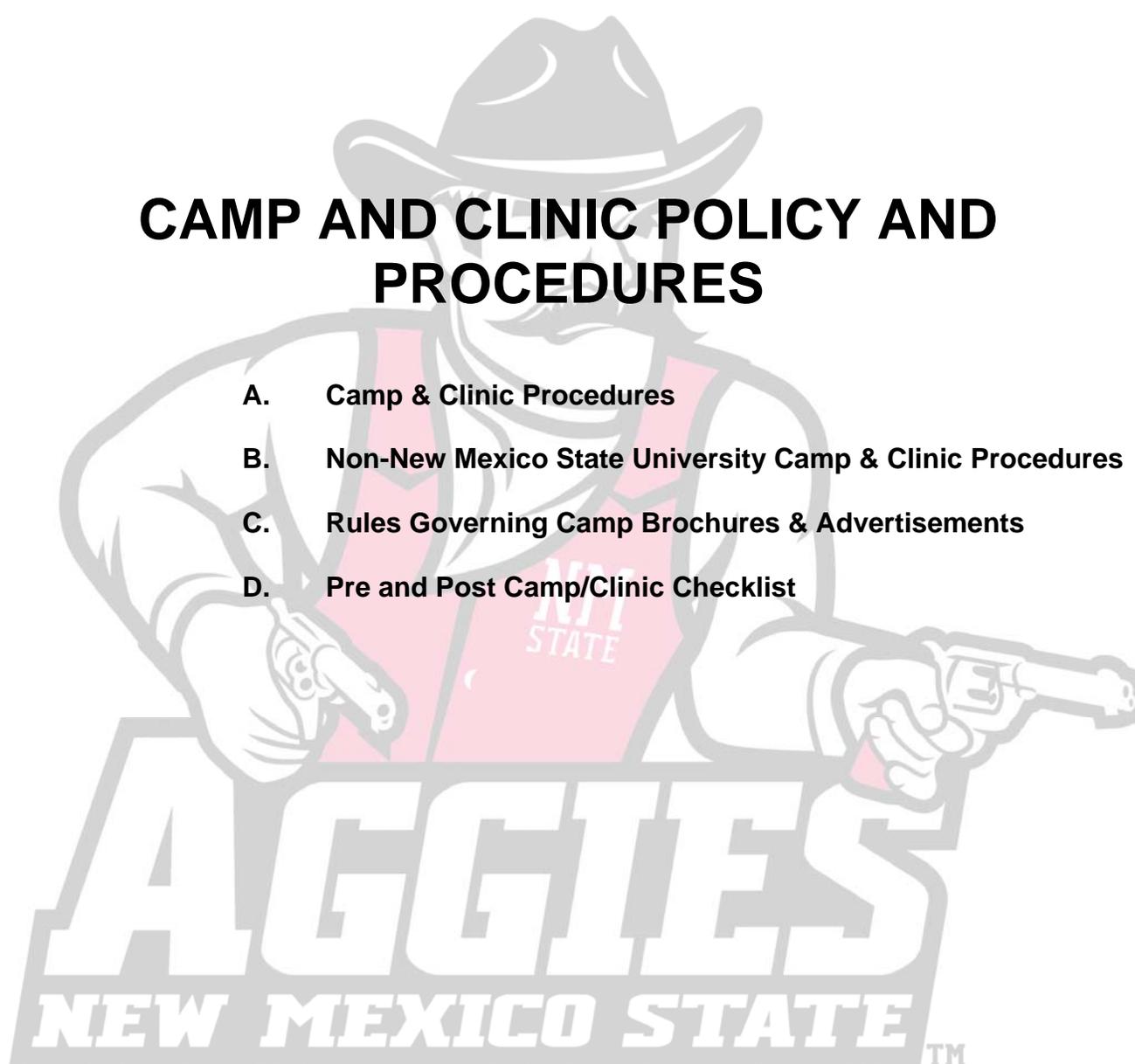
Countable athletically related activities may be conducted throughout the academic year; however, there are different hour restrictions for the playing season and off-season time periods. For all sports other than football and basketball, the playing season may be divided into two distinct segments, both involving practice and competition.

**REMINDER:** Each sport must declare its playing season prior to the start of each academic year. Any changes made in the practice or competitive schedules must be immediately submitted to the Compliance Office.

NCAA regulations require that countable hours be recorded on a daily basis for each student-athlete. The coach is responsible for maintaining this daily record. NMSU requires that these reports be submitted to the Compliance Office on a monthly basis.



The Declaration of Playing Season form can be located online or a copy can be found in the Compliance Office.

The background features a large, faded logo of the Aggie mascot. The mascot is a cowboy wearing a black hat, a red vest over a white shirt, and holding two silver pistols. Below the mascot is the word "AGGIES" in large, bold, white letters with a black outline, and "NEW MEXICO STATE" in smaller, bold, white letters with a black outline below it. A small "TM" trademark symbol is visible at the bottom right of the "STATE" word.

# **CAMP AND CLINIC POLICY AND PROCEDURES**

- A. Camp & Clinic Procedures**
- B. Non-New Mexico State University Camp & Clinic Procedures**
- C. Rules Governing Camp Brochures & Advertisements**
- D. Pre and Post Camp/Clinic Checklist**

# CAMP AND CLINIC POLICY

According to NCAA rules any camp or clinic that is owned or operated by an institutional staff member is considered an institution's sports camp or instructional clinic. All camps and clinics conducted by NMSU coaches or staff must be held in compliance with all NCAA and WAC regulations. The following policies and procedures have been provided to ensure proper institutional control over each camp and clinic.

## CAMP & CLINIC PROCEDURES

All sport camps and clinics must be registered with the Compliance Office prior to promotion of the camp.

1. Each camp or clinic must establish a camp director whom is responsible for all policies and procedures.
2. Submit *NMSU Camp/Clinic Description* to the Compliance Office prior to any promotion.
3. Submit *NMSU Camp/Clinic Staff Form* to the Compliance Office at least 4 weeks prior to the start of the camp or clinic.
4. Submit the *NMSU Student-Athlete Camp/Clinic Employment Permission Form* to the Compliance Office at least 4 weeks prior to the start of the camp or clinic.
5. Submit the *NMSU Free or Reduced Admission Recipient Form* to the Compliance Office at least 2 weeks prior to the start of the camp or clinic.
6. The following forms must be submitted to the Compliance Office no later than 60 days following the completion of all camp/clinic sessions.
  - a. *NMSU Camp/Clinic Financial Report/Accounting Report* (only one of these should be submitted totaling all sessions)
  - b. *NMSU Camp/Clinic Final Registration List* (one submitted for each session)
  - c. *NMSU Camp/Clinic Refund List* (one submitted for each session)
  - d. *NMSU Camp/Clinic Staff & Compensation Form*

## NON-NEW MEXICO STATE UNIVERSITY CAMP AND CLINIC PROCEDURES

All athletics staff members employed in or attending non-NMSU camps or clinics must complete the *NMSU Non-Institutional Camp/Clinic Approval Form*. Part II should be completed and signed by the camp/clinic director.

## RULES GOVERNING CAMP BROCHURES & ADVERTISEMENTS

1. The Compliance Office must approve brochures, website materials and advertising for any NMSU camp or clinic.

# NEW MEXICO STATE UNIVERSITY PRE AND POST CAMP/CLINIC CHECKLIST

Camp/Clinic: \_\_\_\_\_

Camp Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Camp Director: \_\_\_\_\_

## Pre-Camp/Clinic Requirements

### Ownership or Operation of Camp Clinic

- Yes  No 51 percent owned by an athletics department employee  
 Yes  No Athletics department employee is personally and directly responsible for managing and operating the camp/clinic  
 Yes  No Is this a developmental camp/clinic?

### Employees

- Camp/clinic staff roster (see form: *NMSU Camp/Clinic Staff Form*)  
 Copies of all contracts with camp/clinic employees  
 Written description of any benefits given to employees  
 Written description of room and board arrangements for participants and employees

### Ads or Brochures

- Copies of all advertisements, brochures or website links & materials

### Registration

- Copy of application  
 Written participation policies specifically outlining the following:  
 Restrictions on participants (i.e., age, sex, number)  
 The camp/clinic is open to any and all entrants  
 Camp/clinic participation is first-come, first-served

### Fees

- Description of procedures for depositing and expending funds pertaining to registration Fees  
 Written fee policies outlining the following:  
 When discounts will be allowed  
 Availability of any camper sponsorship  
 Documentation of where camper sponsorship money will come from  
 Copy of *NMSU Free or Reduced Admission Recipient Form*  
 Description of refund policy

### Camp/Clinic Activities

- Description of camp activities or schedule of events

### Outside Sponsorship

- Documentation of any corporate sponsorship

### Awards or Merchandise

- Written description of any awards that will be distributed to participants  
 Written description of any free merchandise that will be provided to participants  
 Written description of concession arrangements

## Post-Camp/Clinic Requirements

- NMSU Camp/Clinic Final Registration List*
  - Copies of each camp/clinic application, including the following:
    - School
    - Grade
    - Age
    - Athletics Award Winner
    - Copies of Cash Receipts/Money Orders/Checks
- NMSU Camp/Clinic Refund List*
- NMSU Camp/Clinic Financial Report/Accounting Report*
- NMSU Camp/Clinic Staff & Compensation Form*

The background features a large, stylized illustration of the Aggie mascot, a cowboy with a mustache, wearing a cowboy hat and a red vest over a white shirt. He is holding a revolver in each hand. Below the mascot is the word "AGGIES" in large, bold, white letters with a black outline, and "NEW MEXICO STATE" in smaller, bold, white letters with a black outline below it. A trademark symbol (TM) is visible at the bottom right of the "AGGIES" text.

# PERSONNEL

- A. Athletically Related Outside Income**
  - 1. General Information**
  - 2. Recruiting Service Consultant**
  - 3. Endorsements**
    - a. Commercial Products**
    - b. Non-Institutional Publications**
    - c. Compensation in Exchange for Use of Merchandise**
  - 4. Volunteer Coach**
- B. Off-Campus Recruiting**

# ATHLETICALLY-RELATED OUTSIDE INCOME

## General Information

Contractual agreements (including letters of appointment) between a full-time/part-time NMSU Athletics Department staff member (excluding secretarial or clerical personnel) and the institution shall include the stipulation that the staff member is required to receive annual prior written approval from the chief executive officer for all athletically related income and benefits from sources outside NMSU. Sources of such income shall include, but are not limited to, the following:

- Annuities
- Sports camps
- Country club memberships
- Complimentary ticket sales
- Television and radio programs
- Housing benefits (including preferential housing arrangements)
- Endorsements or consultation contracts with athletics shoe, apparel or equipment manufacturers.

Staff members must complete an Outside Athletically Related Income form prior to the beginning of each academic year. It is reviewed by the Director of Athletics. All staff members must have permission for outside athletically related income prior to receiving any money.

## Recruiting Service Consultants

Athletics Department staff members may not serve as consultants or participate on advisory panels for any recruiting or scouting service.

-  A copy of the "Outside Athletically Related Income" form can be located online or a copy can be found in the Compliance Office.

## Endorsements

- **Commercial Products**

Athletics Department staff members shall not use, directly or by implication, NMSU's name or logo in the endorsement of commercial products or services for personal gain without prior written approval of NMSU's Chief Executive Officer.

- **Noninstitutional Publications that Report on Athletics Program**

Athletics Department staff members shall not endorse (either orally or in writing) any noninstitutional publications dedicated primarily to reporting on an NMSU's athletics activities and shall not write for or receive any remuneration from such publications.

- **Compensations in Exchange for Use of Merchandise**

Staff members of NMSU's Athletics Department shall not accept, prior to receiving approval from the institution's Chief Executive Officer, compensation or gratuities (excluding institutionally administered funds) from an athletics shoe, apparel or equipment manufacturer in exchange for the use of such merchandise during practice or competition by the institution's student-athletes.

## Volunteer Coaches

All Volunteer Coaches are required to complete the necessary paperwork before participating in any coaching activity.



A copy of the Volunteer Coaches' form can be located online or a copy can be found in the Compliance Office.

## **Off-Campus Recruiting**

In-person, off-campus recruiting is limited to authorized athletics department staff members. There is a limit in each sport on the number of staff members who are permitted to recruit off-campus

In order to recruit off-campus, each coach/staff member must pass the NCAA Coaches' Certification Exam prior to August 1 of that academic year. The exam is administered on campus by a university administrator.

Each sport must list and submit a "Designation of Coaching Staff" form to the Compliance Office prior to the beginning of an academic year.

-  A copy of the "Designation of Coaching Staff" form can be located online or a copy can be found in the Compliance Office.

## **Reimbursement for Recruiting Travel Expenses**

Following travel for recruiting purposes, a coach must complete the Travel Reimbursement Form and submit the form to the Compliance Office for review. In addition, the coinciding Contact and/or Evaluation Log must also be submitted to cross-reference the coach's recruiting activities. This procedure is to ensure that both documents indicate the same recruiting activity. Once reviewed, the reimbursement form is forwarded to the Business Office for reimbursement. If the Contact and/or Evaluation Log is not submitted with the reimbursement information, reimbursement will be delayed for the coach.

The Travel Reimbursement Form must be accompanied by all receipts, tournament programs, rosters, etc.

-  A copy of the Travel Reimbursement Form can be located online or a copy can be found in the Compliance Office.

The background features a large, faded logo of the Aggie mascot, a cowboy with a mustache wearing a cowboy hat and a red vest with 'NM' on it, holding a revolver. Below the mascot is the text 'AGGIES' in large, bold, white letters with a black outline, and 'NEW MEXICO STATE' in smaller, bold, white letters with a black outline below it. A small 'TM' trademark symbol is at the bottom right of the text.

# **REPRESENTATIVES OF ATHLETICS INTERESTS**

- A. Who is a Representative of Athletics Interests/Booster**
- B. Booster Activities that Are Permissible**
- C. Booster Activities that Are Prohibited**
- D. Available Resources for Coaches and Boosters**

# REPRESENTATIVES OF NEW MEXICO STATE UNIVERSITY ATHLETICS INTERESTS

New Mexico State University is committed to the NCAA guidelines concerning representatives of athletics interests (also known as “boosters”) and institutional control. The staff of the Department of Athletics must recognize the support that the boosters give to NMSU athletics; but also recognize the potential problems that may arise from boosters’ support of NMSU athletics. Our institutional responsibility to rules compliance includes responsibility for the actions of all individuals and organizations engaged in activities promoting the athletics interests of NMSU. It is the responsibility of all staff in the Department to take every opportunity to educate the athletics representatives to the NCAA regulations.

## Who Is a Representative of Athletics Interests/Booster

A representative of athletics interests/booster is anyone who:

- Has ever participated in any of the various NMSU Department of Athletics booster groups.
- Is currently a member of any of the various NMSU Department of Athletics booster groups
- Has ever made a donation (whether in cash or gifts-in-kind) to the NMSU Department of Athletics
- Has ever been involved in promoting NMSU’s Department of Athletics in any way.

## Available Resources for Coaches and Boosters

Coaches are responsible for participating in the education of athletics representatives, and identified groups of boosters. Coaches should work with the Compliance Office to develop the most effective methods of reaching the representatives with whom they have contact.

The Compliance Office has two printed resources available for booster education:

1. “NMSU Tips for Boosters” brochure



A copy of the brochure can be located online or a copy can be found in the Compliance Office.

2. NMSU Athletics website: Compliance-Boosters and Supporters  
[www.nmstatesports.com](http://www.nmstatesports.com)

Written communications with boosters through such publications as newsletters or flyers should contain a compliance educational element whenever feasible.

# **AWARDS & BENEFITS**

- A. Awards**
- B. Academic Services**
- C. Complimentary Admissions**



## AWARDS

### Types of Awards, Awarding Agencies, Maximum Value and Numbers of Awards

Athletic awards given to individual student-athletes shall be limited to those approved or administered by NMSU, WAC, or an approved agency. Awards received for intercollegiate athletics participation may not be sold, exchanged or assigned for another item of value, even if the student-athlete's name or picture does not appear on the award. Each of the following subsections is independent of the others so that it is permissible for an individual student-athlete to receive the awards described in all subsections.

## ACADEMIC SERVICES

NMSU shall make available general academic counseling and tutoring services to all student-athletes. Such counseling and tutoring services may be provided by the department of athletics or through the NMSU nonathletics student support services. In addition, NMSU may finance other academic and support services that NMSU, at its discretion, determines to be appropriate and necessary for the academic success of its student-athletes.

## COMPLIMENTARY ADMISSIONS

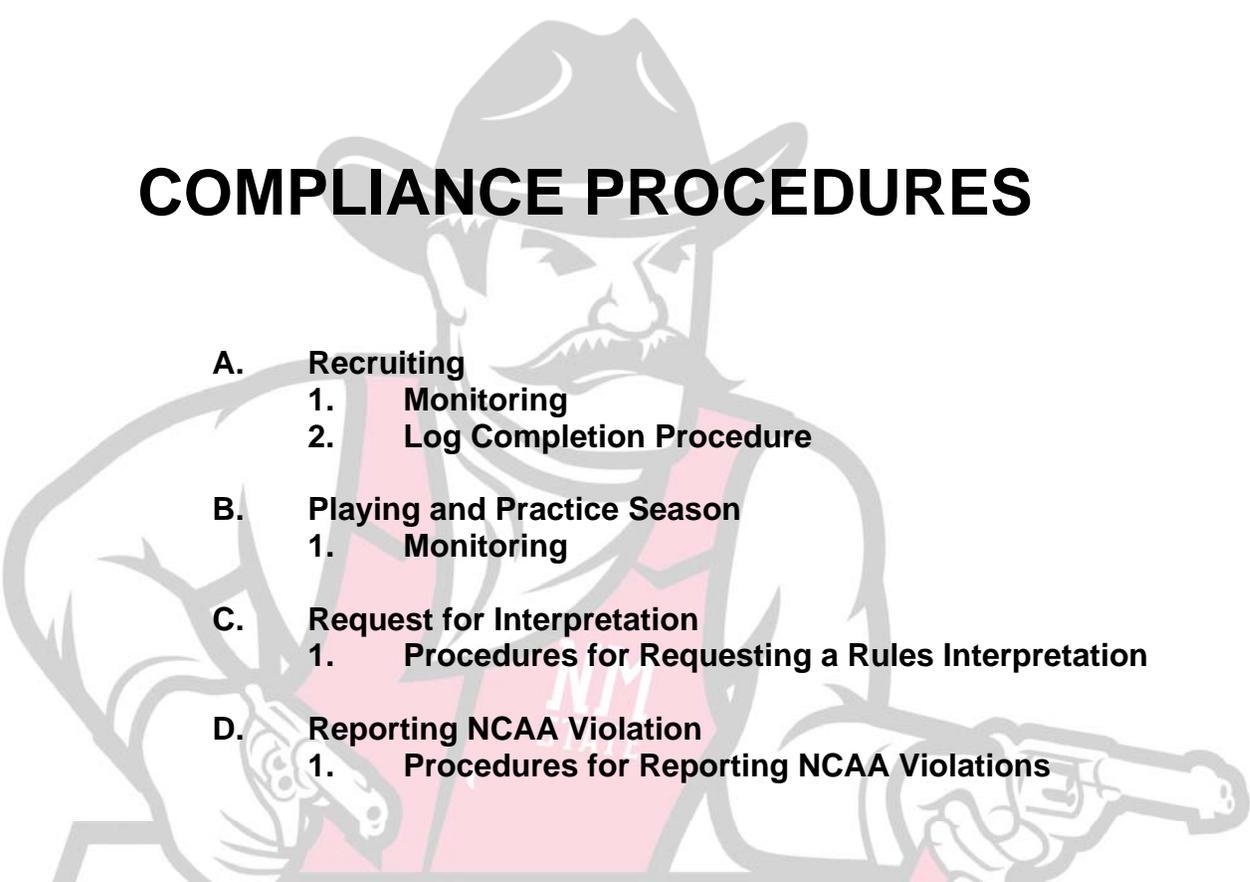
An institution may provide 4 complimentary admissions per home or away contest to student-athletes in that sport.

### Procedures for Student-Athlete Complimentary Admission

1. Each student-athlete is permitted 4 complimentary admissions for home and away contests. In addition, coaches are limited to the following number:
  - Head and Assistant Coaches -- unlimited
  - Volunteer Coach -- 2 (home contests in coach's sport)
  - Graduate Assistant Coach -- 4
  - Undergraduate Assistant Coach -- 4 (hard tickets are not permitted)
2. Each student-athlete is responsible for submitting on Jumpforward the **names and relationships** of the individuals requested for complimentary admissions. This information must be entered on JumpForward prior to the ticket window closing in order for student-athlete guests to receive complimentary admissions.
  - For a contest on Saturday or Sunday the guest list must be submitted on JumpForward by 2 p.m. on Friday
  - For a contest on Monday the pass list must be submitted to the Office of Compliance by 12 p.m. that day.

Once complete, the Complimentary Admission form must be reviewed by the Office of Compliance prior to the home contest (or prior to travel for an away contest). Once reviewed, names may not be added to the list unless approval is given by the Office of Compliance.

3. The student-athlete's complimentary admissions must be issued through a pass list at the admission gate. To receive admission, the individual must show identification and sign the aforementioned form at the Ticket Office. The individual may not receive a "hard ticket." However, he/she may receive a "ticket stub" in order to identify his/her seat.
4. Following the contest, the Ticket Office will return the Complimentary Admission form to the Office of Compliance for review.

The background features a large, faded watermark of the Aggie mascot, a cowboy with a mustache, wearing a cowboy hat and a red vest over a white shirt, holding a revolver in each hand. The mascot is positioned behind the main title and the list of procedures.

# COMPLIANCE PROCEDURES

- A. Recruiting
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**Reminder:** Copies of all forms that deal with Compliance Procedures can be located online or a copy can be found in the Compliance Office.

The logo for the Aggies of New Mexico State University. It features the word "AGGIES" in a large, bold, stylized font with a thick outline. Below it, the words "NEW MEXICO STATE" are written in a smaller, bold, sans-serif font, also with a thick outline. A small "TM" trademark symbol is located at the bottom right of the logo.

**AGGIES**  
**NEW MEXICO STATE**™

# NEW MEXICO STATE UNIVERSITY COMPLIANCE PROCEDURES

## Recruiting

### Monitoring

1. Phone Logs:  
All phone logs are reviewed on the JumpForward system to verify all applicable bylaws are followed.
2. Evaluation Logs:  
All evaluation logs are reviewed on the JumpForward system to verify all applicable bylaws are followed.
3. Contact Logs:  
All contact logs are reviewed on the JumpForward system to verify all applicable bylaws are followed.
4. Official Visits:  
All official visits are reviewed on the JumpForward system to verify all applicable bylaws are followed.
5. Unofficial Visits:  
All unofficial visits are reviewed on the JumpForward system to verify all applicable bylaws are followed.

### Log Completion Procedure

1. Phone Logs:  
All phone logs must be submitted on JumpForward at the completion of the month. If the logs have not been turned in by the 15<sup>th</sup> of the following month the coach will receive an e-mail reminder. If the log is not turned in by the last day of the following month the coach will receive an e-mail warning. If the log still has not been turned in within 10 days of the e-mail the coach will be banned from recruiting until the logs have been turned in. The e-mail banning the coach from recruiting will be copied to the Sport Administrator, Business Office and Director of Athletics.
2. Evaluation Logs:  
All evaluation logs must be turned in with the request for reimbursement at the conclusion of the recruiting trip. The Office of Compliance will not approve a request for reimbursement without the log.

3. Contact Logs:  
All contact logs must be turned in with the request for reimbursement at the conclusion of the recruiting trip. The Office of Compliance will not approve a request for reimbursement without the log.
4. Official Visits:  
A request for official visits must be made 5 days prior to the beginning of the visit. All official visits packets must be turned in with the request for reimbursement within 10 days of the trip. The Office of Compliance will not approve a request for reimbursement without the complete packet.
5. Unofficial Visits:  
All unofficial visits forms must be with 10 days of the unofficial visit.
6. Playing and Practice:  
All playing and practice logs must submitted on JumpForward in at the completion of the month. If the logs have not been turned in by the 15<sup>th</sup> of the following month the coach will receive an e-mail reminder. If the log is not turned in by the last day of the following month the coach will receive an e-mail warning. If the log still has not been turned in within 10 days of the e-mail the coach will be banned from recruiting until the logs have been turned in. The letter banning the coach from recruiting will be copied to the Sport Administrator, Business Office and Director of Athletics.

## **Playing and Practice Season**

### **Monitoring**

#### Playing and Practice Season Logs:

All playing and practice season logs are reviewed on the JumpForward system to verify all applicable bylaws are followed.

## **Request for Interpretation**

### **Procedures for Requesting a Rules Interpretation**

1. Requesting a Rules Interpretation
  - Any individual (e.g., athletic department staff member, student-athlete, university employee, representative of NMSU athletics interest, member of the community) may request a rules interpretation.
  - The individual may request the interpretation verbally or in writing.
2. To Whom Shall a Rules Interpretation be Requested
  - All requests for interpretation of NCAA regulations should be handled through the Office of Compliance.
  - The Office of Compliance shall maintain a written record of all requested interpretations.

### 3. Requests for Interpretive Support from the NCAA and WAC Offices

The five individuals who have been designated by the institution and are authorized to request interpretations from the NCAA national office are:

- The Director of Athletics
- The NCAA Faculty Athletics Representative
- The Assistant Athletics Director/SWA
- The Associate Athletics Director for Compliance
- The Assistant Director of Compliance

These same individuals have been designated by the institution and are authorized to contact the WAC Office for rules interpretations.

Please be advised that the provisions of the NCAA's regulation combined with institutional policy would preclude a member of the coaching staff from contacting either the national office or the conference office to request a rules interpretation.

## Reporting a NCAA Violation

### Procedures for Reporting NCAA Violations

In accordance with NCAA rules and regulations, all suspected or alleged violations of NCAA rules shall be investigated. If the Associate Athletics Director for Compliance determines that a violation has occurred, the Associate Athletics Director for Compliance or the Assistant Director of Compliance will report the violation (or possible violation) to the NCAA national office and/WAC Office.

#### 1. Reporting a Violation

Any individual (e.g., athletic department staff member, student-athlete, prospective student-athlete, university employee representative of the University's athletic interest, member of the community) may report an alleged, rumored, or suspected violation.

The individual may report the alleged, rumored, or suspected violation verbally or in writing. He/she may report an alleged violation anonymously.

#### 2. To whom shall an Alleged Violation be Reported

If an alleged or rumored violation is communicated to any athletic department staff member, the staff member has an obligation to notify the Office of Compliance of the violation in a timely manner

Individuals other than athletic department staff members are encouraged to report an alleged violation to any or all of the following persons:

- The Associate Athletics Director for Compliance or the Assistant Director of Compliance

- The Director of Athletics, an Associate Athletics Director an Assistant Athletics Director.
  - The Faculty Athletics Representative
3. Conducting an Investigation of an Alleged Violation
- The Associate Athletics Director for Compliance is responsible for conducting investigations. The Associate Athletics Director for Compliance may request the assistance of the Faculty Athletics Representative, the Director of Athletics, and the General Counsel to conduct or to assist in the conduct of an investigation into an alleged violation.

The Office of Compliance shall maintain a written record of all alleged violations. The record shall consist of the following:

1. Date that the alleged violation was reported to the Associate Athletics Director for Compliance and by whom the violation was reported.
  2. Detailed summary of the nature of the alleged violation, including the names of all persons involved in the alleged violation.
  3. Chronology of actions taken by the University in the investigation of the alleged violation.
  4. Rational for concluding whether the allegation was or was not determined to be a violation of NCAA regulations.
  5. If a violation has occurred, the Associate Athletics Director for Compliance will keep on file a copy of the report of the violation and subsequent correspondence with the Conference and the NCAA staff. Copies of the self-report will be sent to the following
    - President
    - Director of Athletics
    - Faculty Athletics Representative
    - General Counsel
    - Sport Administrators
    - Conference Office
    - Involved staff member(s)
4. Finding a Violation Occurred
- The Associate Athletics Director for Compliance shall determine that a violation occurred whenever the evidence, considered as a whole, establishes the occurrence of the violation. It shall be the responsibility of the Associate Athletics Director for Compliance in assessing the evidence to determine what weight and credibility will be given to it.
1. The date and location of the violation.
  2. The identities of involved student-athletes, coaches, staff members and any other individuals involved in the violation.
  3. The means by which the institution became aware of this information. Note: If a newspaper article alerted the institution, a copy of the article shall be included.

4. The cause of the violation (e.g., lack of knowledge, human error, etc.) an explanation of the circumstances surrounding the violation and any mitigating circumstances that may exist.
5. A list of corrective and/or punitive actions taken by the institution in response to the violation.
6. The institution's position regarding the violation and surrounding circumstances. The institution will indicate whether it believes a violation occurred and the specific legislation it believes has been violated.

5. Alleged Violations Involving Other NCAA Institutions

If an individual has knowledge of an alleged violation that involves another NCAA member institution and impacts the University, he/she shall report the alleged violation(s) to the Associate Athletics Director for Compliance and/or the Director of Athletics.

The Associate Athletics Director for Compliance will discuss the violation and desired plan of action to address the situation with the Director of Athletics and the appropriate coaching staff members who have lodged the accusation. The Office of Compliance may then contact the athletics director at the accused member institution to request that the alleged violation be investigated. The Associate Athletics Director for Compliance in conjunction with the Director of Athletics may contact the WAC or the NCAA staff and request that the Conference office or NCAA staff contact the accused institution or that institution's conference.

6. Whom to Call With NCAA Questions

It is extremely important for all employees of New Mexico State University know and abide by all NCAA regulations. If an employee has any questions regarding NCAA rules, they should contact an athletic administrator or the Office of Compliance before doing something that may jeopardize a student-athlete's eligibility to participate in intercollegiate athletics. **Ask Aggie Compliance Before you Act!** The University wants to ensure success both on and off the fields and/or courts; but, everyone's full cooperation is needed to ensure that NMSU wins the right way. NCAA questions can be addressed by contacting: Department of Athletics Compliance & Eligibility,  
P.O. Box 30001,  
MSC 3145  
Las Cruces, NM 88003-8001  
505-644-1028 (Phone) 505-644-2497 (Fax)